FLEXIBLE HIRING RATES

Excluded Managerial Compensation Program (EMCP)

Date:		Department:		
Check	New hire Transfer or promotion of an exist Equity adjustment for an existing	ng employee employee in a comparable position ing employee (<i>copy of the offering agency letter</i>		
То:	Appointing Authority			
Via:	Departmental Personnel Officer			
From:	Recommending Supervisor/Manager			
1.	Request approval to use the Flexible Hiring Rates Policy for:			
	Name: Class Title: Position No.: Division:	Jobcode: Branch:		
2.	For existing employees only: Existing monthly pay rate: Shortage differential (SD), if appl	icable:		
3.	Recommended monthly pay rate SD, if applicable:			
For retention adjustment: #4 – 8 optional, skip to #9.				
4.	Minimum Requirements			
	Document the applicant's education and work experience that meets the minimum requirements. <i>Attach additional sheets if necessary.</i> Education:			
	<u>Experience</u>			
	Employer: Position title:			

Dates of employment: to

Length of employment: years, months

Duties and responsibilities:

Employer: Position title:

Dates of employment: to

Length of employment: years, months

Duties and responsibilities:

5. <u>Selective Certification</u>

Document the applicant's education and work experience that meets selective certification requirements, if applicable. *Attach additional sheets if necessary.*

Check here if no selective certification

6. Excess Creditable Experience

Document work experience that is being used for years of excess creditable experience. Attach additional sheets if necessary.

Employer:

Position title:

Dates of employment: to

Length of employment: years, months

Duties and responsibilities:

Employer:

Position title:

Dates of employment: to

Length of employment: years, months

Duties and responsibilities:

7. Justification

Explain how the recommended rate was determined based on the excess creditable experience and P & P 201.009 Flexible Hiring Rates Policy. Please include the following factors that are relevant to the position that the applicant possesses: education, training, certification, work experience, knowledge, skills, abilities, competencies, and performance.

8.	For new hires, transfers, and promotions only: Does the recommended total compensation (base pay + SD, if applicable) exceed the total compensation of existing employee(s) in comparable position in the relevant work unit(s) with similar or greater education, experience, knowledge, skills, abilities, and competencies?		
	☐ Yes ☐ No		
	If yes, explain the rationale for recommending a rate higher than the existing employees' pay.		
9.	OPTIONAL: Calculate the additional cost.		
Proposed Compensation Using the Flexible Hiring Rates Policy			
	\$ Base pay		
	+ *Plus SD (if applicable, see asterisk below)		
	\$ (A) Proposed total compensation		
	Compensation Without the Flexible Hiring Rates Policy (Check one box) New Hire - Salary range minimum Transfer or Promotion - Compensation Adjustment Equity/Retention Adjustment - Existing Pay		
	+ Plus SD (if applicable)		
	\$ (B) Total compensation		

(C) Additional cost per month (A – B)

Additional cost per annum (C*12)

\$

\$

$$\left[\frac{(\operatorname{Max} * (\operatorname{New Base} - \operatorname{Min})) + (\operatorname{NES} * (\operatorname{Max} - \operatorname{New Base}))}{\operatorname{Max} - \operatorname{Min}}\right] - \operatorname{New Base}$$

^{*}Please use the following formula to calculate the SD.

10. Other pertinent information:		
Certification:		
I certify that the above information is true and that the program can accommodate the add within its existing budget. Further, that the aim future budgets without an increase in the	litional funding associate additional funding requir	ed with this request
Recommending Manager	Date	-
Division Head	Date	
The above recommendation has been revie	wed by the personnel of	ffice.
Check one: Recommend approval Recommend approval with changes: Monthly Rate: SD, if applicable: Approval not recommended		
Comments:		
		_
Departmental Personnel Officer	Date	
☐ Approved ☐ Not Approved		
Department Head	Date	-

Once approved by the appointing authority, please email a signed PDF version to the Compensation Branch of the Department of Human Resources Development.